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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

May 10, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

39 MAY 10, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

## **PUBLIC DEFENDER 2016 CAPITAL CASE SEMINAR – APPROVAL OF INCIDENTAL EXPENSES**

**ALL DISTRICTS**  
**(3 – Votes)**

### **SUBJECT**

The Los Angeles County Public Defender is requesting approval of Incidental Expenses for its 2016 Capital Case Seminar.

### **IT IS RECOMMENDED THAT THE BOARD:**

Authorize the Public Defender to incur incidental expenses above the Department's delegated authority as outlined in Section 5.40.097 of the Los Angeles County Code.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Department plans to host a Capital Case Seminar open to staff of the Public Defender's Office, the Los Angeles County Alternate Public Defender's Office, and the Federal Public Defender, as well as private attorneys accepting court appointments in capital cases. The seminar will provide State Bar required Minimum Continuing Legal Education (MCLE) credits to the attorneys in attendance.

This Board letter is submitted to comply with Los Angeles County Code section 5.40.097 and County Fiscal Manual section 4.9.0.

### **Implementation of Strategic Plan Goals**

This seminar provides capital litigation training for attorneys, paralegals, and investigators of the Public Defender, Alternate Public Defender, and the Federal Public Defender, as well as court appointed counsel. The training also provides State Bar required Minimum Continuing Legal Education (MCLE) credit to attorneys in attendance and supports employee development. The training is always well attended and highly regarded by attendees. Seminar presenters are experts in capital case litigation and include in-house experts of the Public Defender and Alternate Public Defender, as well as nationally recognized speakers from across the country.

### **FISCAL IMPACT/FINANCING**

The incidental expenses for this seminar are estimated to be approximately \$30,000.00. Incidental expenses include, but are not limited to, the provision of food services by the proposed venue as a condition of reserving the venue. The seminar cost will be revenue offset by the collection of seminar registration fees such that no Net County Costs will be incurred. A vendor will be selected as the seminar venue following the County's bidding process. The seminar will be held on October 28 and 29, 2016.

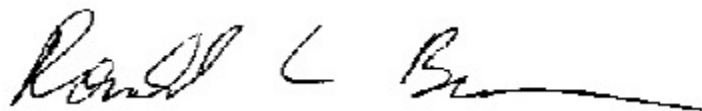
### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. Any expenditure of more than \$500 per occurrence must be approved in advance by the Chairperson of the Board of Supervisors. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item. The approval limits also apply even if the department will recover some or all of the expenses from other sources (e.g. admission fees, other revenue, etc.).

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The impact on current services is nominal as attendees register for the seminar and clear their court calendars well in advance of the seminar. The intended outcome of the seminar is that attendees will be better trained and prepared to handle the complexities of capital case work.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ronald L. Brown", with a long horizontal flourish extending to the right.

RONALD L. BROWN

Public Defender

RLB